

FLEET SERVICES COORDINATOR

DEFINITION

Under general supervision, to organize and perform minor and major repairs and alterations to automotive and other power-driven equipment and all component systems, and to maintain such equipment in safe and efficient operating condition.

EQUIPMENT, METHODS AND GUIDELINES

WORKING CONDITIONS

PHYSICAL DEMANDS

DISTINGUISHING CHARACTERISTICS

The Fleet Services Coordinator is a fully skilled, journeyman-level classification with special knowledge and training in modern automotive and equipment maintenance and repair. The incumbent works under general supervision of the Maintenance Superintendent and provides training and direct supervision to a Mechanics Helper in the routine servicing and preventive maintenance of vehicles and equipment

EXAMPLES OF DUTIES

Inspect automobiles, trucks, a variety of gasoline and diesel fueled, light heavy maintenance and construction equipment, power tools and engines.

Diagnoses, locates and repairs mechanical, electrical, hydraulic and structural defects and malfunctions.

Overhauls, repairs, cleans, tunes, and adjusts engines and equipment parts.

Modifies, installs and maintains specialized components on vehicles, engines and equipment.

Maintains garage shop.

Requisitions parts and accessories.

Supervises mechanic's helpers in the cleaning, servicing and maintenance of autos, trucks and equipment.

Maintains records of shop equipment and equipment serviced.

QUALIFICATIONS

Knowledge of:

Incumbents should possess a knowledge of the tools, equipment and safe and efficient procedures used in overhauling, repairing, timing and adjusting automotive and other power-driven equipment; and ability to: thoroughly inspect equipment, accurately diagnose defects and malfunctions and make effective repairs.

Ability to:

Use modern tools and equipment in making diagnosis and repairing autos and power-driven equipment; maintain written records, make evaluations and cost estimates and prepare written reports; understand and carry out oral and written directions and instructions and plan and supervise the work of semi-skilled employees; establish and maintain harmonious relationships with co-workers, subordinates and supervisors.

EXPERIENCE AND TRAINING

Journeyman level of skills and knowledge with such experience and training as normally acquired after a four year apprenticeship training program in automotive and heavy equipment repair.

LICENSE OR CERTIFICATE

At time of appointment, must possess and maintain a valid California Operators, Class C License issued by the State Department of Motor Vehicles, with ability to obtain a Class B License.

All three of the following licenses will be required prior to completing probation: 1) Valid California Class A Brake Adjusters License; 2) Valid California Class B Lamp Adjusters License; and 3) Valid California Pollution Control Installers License.